

DCR Lifeguarding

Information for Lifeguard Applicants for all Department of Conservation and Recreation Pools and Beaches

WELCOME

Thank you for your interest in joining our team of about 500 DCR lifeguards! As a DCR lifeguard you will play an important role in protecting the public at our state parks and pools. Please carefully read this information packet. It contains information regarding our employment requirements and has been designed to assist you with our application procedures. For additional information, please feel free to contact us at the address shown below.

For more information on the Division of State Parks lifeguarding, contact your regional office or

Robert Grahn

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Department of Conservation and Recreation
Division of State Parks and Recreation
251 Causeway Street, Suite 600/AED
Boston, MA 02114
Phone: (978) 368-0126 ext. 118
Email: robert.grahn@state.ma.us*

For additional Division of Urban Parks (Boston area) information:

South Regional Office: (617) 727-8865
North Regional Office: (617) 727-4708
Boston Human Resources: (617) 626-1274

or visit us at

<http://www.state.ma.us/dem/programs/l-guard>

APPLICATION PROCEDURE

There are several employment requirements for lifeguards within the Commonwealth. These requirements have been established by a combination of federal and state laws and regulations, and by the policies of the Massachusetts Department of Conservation and Recreation.

To determine if you meet these requirements, we have divided the application procedure into five steps, explained herein.

STEP 1 – Eligibility

We start by determining whether you are eligible for employment as a lifeguard with the DCR. We do this by examining your application materials for the following:

AGE - State regulations require you to be at least 16 years of age to work as a lifeguard. If offered a position, proof of age will be required.

U.S. STATUS - All Department employees must be US citizens or legal aliens with official permission to work in this country. Before you can be hired, you must prove your citizenship with a birth certificate, US Passport or work permit visa.

CERTIFICATION - Massachusetts regulations dictate that lifeguards **must** be trained in lifeguarding procedures, CPR and First Aid to be eligible for employment. Candidates for positions at our state beaches must also possess current "Waterfront Lifeguarding" certification or equivalent training. Head Lifeguard candidates must also possess "Head Lifeguarding" certification, or equivalent, while Lifeguard Instructor certification is preferred.

All certifications must be valid for the full employment season. Current certification is a condition of continued employment for all DEM lifeguards.

For a partial list of accepted certifications, please see the following page. If you have a certificate that is not listed, please call the Department to determine whether that certification will meet our minimum training requirements. Additionally, the Department may accept applications from individuals who are currently enrolled in or scheduled for training or recertification prior to the employment season, provided that certification is complete prior to all testing dates. For details, please visit our web site at <http://www.state.ma.us/dem/programs/l-guard>

MINIMUM TRAINING REQUIREMENTS

Accepted Certifications – Partial Listing

Lifeguarding

*American Red Cross Lifeguard Training
YMCA Lifeguarding*

First Aid

American Red Cross First Aid or equivalent

Cardiopulmonary Resuscitation (CPR)

*American Red Cross CPR for the Professional
Rescuer/AED*

*American Heart Association (AHA)
CPR for the Health Care Provider within 12 months*

Waterfront/Beach Lifeguards

*American Red Cross Waterfront Lifeguarding
or equivalent training (e.g. YMCA Lifeguarding)*

Head Lifeguards

*American Red Cross Head Lifeguarding
Lifeguard Instructor Preferred*

STEP 2 – QUALIFICATION

Once we have determined your eligibility for employment, you must then successfully complete the Department's written, swimming and practical lifeguarding examinations. Official test dates and locations are posted on our web site as soon as they become available. You must register in advance for a testing date. If you cannot make any of the listed testing dates, contact the appropriate Regional Office to arrange a time to be tested.

All lifeguard candidates, including returning lifeguards, **must** complete the following:

- ☐ Timed 500yd swim (20 lengths in 25yd pool)
- ☐ Recover 10lb object in **12'-15'** water
- ☐ Passive victim recovery
- ☐ Active victim recovery
- ☐ Submerged victim recovery
- ☐ Lifeguarding/First Aid & CPR Written Exams (80% required on each section to pass)

Additional "surf testing" for **all** ocean beaches may include:

- ☐ Run apx. 100 yds. prior to entering water
- ☐ Swim apx. 150 yds.
- ☐ Run apx. 100 yds. after the swim

Please be sure to bring a picture ID (drivers license, state ID card or passport), bathing suit, towel and **original** training certificates to your Lifeguard Test. We **strongly encourage** you to practice for the timed swim before you take the test. Pool/Inland lifeguards are allowed up to 11

minutes for the swim while ocean lifeguards cannot exceed 9:30 minutes. **Failure to meet the time requirement of the 500 yard swim will result in the failure of the entire exam process.**

Each candidate will be evaluated on a combined point system. A passing score consists of achieving 75 or more points as *well as* successfully completing the written exam components and each of the skills evaluated. Persons not achieving a total score of 70 or better, or who do not successfully complete one or more skills, may choose to retake the **entire** practical test on an alternate testing date if space allows.

STEP 3 – INTERVIEWS & ASSIGNMENTS

Once you have successfully completed the lifeguard test, your application materials will be sent to the appropriate regional office. Department staff may then contact you to arrange an interview or to discuss placement options. There is a chance that you may not be assigned a position at the location which you requested. This may happen if there are no vacant lifeguard positions at that location, or if you are unable to work the full swimming season.

STEP 4 – HIRING DECISIONS

Once interviews have been completed and assignments have been made, aquatic supervisors will select lifeguards for the summer season. All applicants will be notified of hiring decisions for lifeguard positions. If selected, you will be offered employment under the condition that you successfully complete the Department's pre-service training program. Additionally, if selected, you will be required to purchase a red bathing suit which conforms to the Department's uniform requirements. As a DCR lifeguard, you will also be required to participate in daily, weekly and monthly in-service training programs to maintain a high level of proficiency in rescue procedures.

STEP 5 – PRE-SERVICE TRAINING

As a condition of employment, all new and returning lifeguards must participate in a program of pre-service training during their first week of employment. This training will cover all Department policies and procedures as well as physical conditioning, and skills training. **If you do not successfully complete all pre-service training requirements, you may be dismissed from service.**

COMPLETING YOUR APPLICATION

Enclosed in this packet you will find the Department's official **Application for Employment** and the **Lifeguard Information Sheet**. Please complete and submit both forms. We recommend that you keep copies for your records. Here are a few suggestions to aid you in completing the application materials:

CURRENT/MAILING ADDRESS

Many of our applicants attend schools away from home when they apply for a lifeguard position. If this is the case for you, please provide us with both a school address and an address where we can reach you after school ends this spring. Please remember that we will need to keep in contact with you during the application and hiring process and will therefore need a summer address.

TRAINING / CERTIFICATIONS

Please list all certifications in lifeguarding, CPR and First Aid. ***Certificates must remain current throughout the employment season.*** You should also indicate training in "Waterfront Lifeguarding" and, if applicable, "Head Lifeguard" certification. Further, if you have certifications beyond the minimum requirements (e.g. LGI, WSI, AFO, CPO, EMT, AED, or O₂ certifications), please list these as well as this will aid us in the selection process. Attach additional sheets as needed. Please provide copies of all certifications (both sides of the certificate). ***Do not send original training certificates.***

Remember to bring your original training certifications to your Lifeguard Test site.

EMPLOYMENT EXPERIENCE

Please list the last three positions held, including any experiences you have had as a lifeguard. If the last three positions you held were not lifeguard positions, please indicate any lifeguarding experience in the "Related Experience" section of the application. This information will help us select highly qualified applicants. If you need more space, please attach additional sheets or a resume as needed.

WORK LOCATIONS

Please list all parks/pools where you would consider working as a lifeguard. Please refer to the listing of Lifeguarding Opportunities found herein. While every attempt will be made to place you at the facility you request, factors may require that we place you at a different location. This may occur, for example, if all lifeguard positions are filled at the requested facilities. Once you have completed both forms, please return them along with photocopies of your training certifications to the appropriate Regional Office. Address for the Regional Offices are listed below.

THANK YOU

Thank you for taking the time to read this important information and for considering a position as a Massachusetts State Lifeguard. If you have questions concerning your application or about DEM lifeguarding in general, please contact:

Division of State Parks

Region I Headquarters - Southeast

*P.O. Box 66 South Carver, MA 02366
Southeast (508) 866-2580*

Region II Headquarters - Northeast

*P.O. Box 829 Carlisle, MA 01741
Northeast (978) 369-3350*

Region III Headquarters - Central

*P.O. Box 155 Clinton, MA 01510
Central Mass. (978) 368-0126*

Region IV Headquarters – Conn. River

*P.O. Box 484 Amherst, MA 01004
Conn. River Valley (413) 545-5993*

Region V Headquarters - Berkshires

*P.O. Box 1433 Pittsfield, MA 01202
Berkshires (413) 442-8928*

Division of Urban Parks

South Regional Office: (617) 727-8865

North Regional Office: (617) 727-4708

Boston Human Resources: (617) 626-1274

State Headquarters - Boston

*251 Causeway Street Suite 600, Boston, MA 02114
(617) 626-1250*

Or visit us at

www.state.ma.us/dem/programs/l-guard

DCR Lifeguarding Opportunities

The following lists areas where the Department regularly provides lifeguard coverage. Positions may or may not be available at individual facilities. Speak with the appropriate regional office for information on position vacancies at specific park and pool facilities.

SOUTHEAST - Region I

(508) 866-2580

- Demarest Lloyd State Park S. Dartmouth
- Fort Phoenix State Reservation Fairhaven
- Freetown State Forest Assonet
- Horseneck Beach Westport
- Manning Memorial Pool Brockton
- Massasoit State Park Taunton
- Myles Standish State Forest Carver
- Scusset Beach Sandwich
- South Cape Beach Mashpee
- Spatcher Pool Attleboro
- Veteran's Memorial Pool Fall River

NORTHEAST - Region II

(978) 369-3350

- Bradley Palmer State Park Topsfield
- Geisler Memorial Pool Lawrence
- Harold Parker State Forest N. Andover
- Higgins Pool Lawrence
- Raymond Lord Memorial Pool Lowell
- Salisbury Beach State Reservation Salisbury
- Walden Pond State Reservation Concord

CENTRAL MASS - Region III

(508) 368-0126

- Ashland State Park Ashland
- Bennet Field Pool Worcester
- Casey Memorial Pool Milford
- Cochrane State Park Natick
- Douglas State Forest Douglas
- Hopkinton State Park Hopkinton
- Johnson Memorial Pool Fitchburg
- Leominster State Forest Westminster
- Leominster State Pool Leominster
- Pearl Hill State Park West Townsend
- Quinsigamond State Park Worcester
- Regatta Point State Park Worcester
- Rutland State Park Rutland
- Shine Memorial Pool Worcester
- Spencer State Forest Spencer
- Wehn Memorial Pool Clinton
- Willard Brook State Forest Ashby & Townsend

CONN. RIVER VALLEY - Region IV

(413) 545-5993

- Brimfield St. Forest (Dean Pond) Brimfield
- Buttery Brook Memorial Pool South Hadley
- Chicopee Memorial State Park Chicopee Falls
- Dunn Pond State Park Gardner
- Erving State Forest Erving
- Feldman Pool Holyoke
- Hampton Ponds State Park Westfield
- Lake Dennison Recreation Area Winchendon
- Lake Lorraine State Park Springfield
- Mason Memorial Pool Agawam
- Otter River State Forest Baldwinville
- Petro Memorial Pool Southbridge
- Robinson State Park Agawam
- Sherman Memorial Pool Chicopee
- Streeter Point Recreation Area Sturbridge
- Thomas Memorial Pool Springfield
- Thompson Memorial Pool Ludlow
- Wells State Park Sturbridge
- Wendell State Forest Wendell
- Westfield Veterans Memorial Pool Westfield

BERKSHIRES - Region V

(413) 442-8928

- Beartown State Forest Monterey
- Clarksburg State Park Clarksburg
- D.A.R. State Forest Goshen
- Gardner State Park Huntington
- Mohawk Trail State Forest Charlemont
- Pittsfield State Forest Pittsfield
- Sandisfield State Forest Sandisfield
- Savoy Mountain State Forest Savoy
- Tolland State Forest Otis
- Windsor State Forest Windsor

BOSTON AREA URBAN PARKS

Call for info
(617) 727-8865

DEPARTMENT OF CONSERVATION AND RECREATION**251 Causeway Street, Boston, MA 02114**

Application for Seasonal Employment

POSITION(S) APPLYING FOR:

CEO Posting # _____

(if applicable)

FOR OFFICE USE

ID # _____

Position # _____ Title _____

Location _____ Eff. Date _____

TAX EXEMPTION ☐ STUDENT☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ OTHER _____**PERSONAL INFORMATION**

LAST NAME _____ FIRST _____ M _____ *DATE OF BIRTH _____

ARE YOU OVER AGE 18? ☐ YES ☐ NO

STREET _____ CITY _____ STATE _____ ZIP _____

** Has this address changed this year? ☐ YES ☐ NO*SOCIAL SECURITY# _____ TELEPHONE _____ *SEX ☐ MALE ☐ FEMALE

PERSON TO NOTIFY IN CASE OF EMERGENCY _____ TELEPHONE _____

*ETHNIC/RACIAL GROUP ☐ WHITE ☐ BLACK ☐ HISPANIC ☐ ASIAN ☐ NATIVE AMER. ☐ OTHER (If Native American, please attach documentation of tribal affiliation)EARLIEST DATE AVAILABLE _____ IF HIRED WILL YOU HOLD ANOTHER JOB OR ATTEND SCHOOL ☐ YES ☐ NO**EDUCATION**

Name of School	Location City State	Course of Study	Did you Graduate	Degree	Presently Enrolled Yes No

List any additional education or training:

GENERAL INFORMATIONARE YOU WILLING TO WORK ROTATING SHIFTS; INCLUDING NIGHTS, WEEKENDS AND HOLIDAYS? ☐ YES ☐ NODO YOU HAVE A DRIVER'S LICENSE? ☐ YES ☐ NODO YOU HAVE USE OF AN AUTOMOBILE? ☐ YES ☐ NO**OCCUPATIONAL LICENSE CERTIFICATIONS:**

NAME: _____ TYPE _____ DATE ISSUED: _____

NAME: _____ TYPE _____ DATE ISSUED: _____

HAVE YOU EVER BEEN EMPLOYED BY THE FORMER MDC OR DEM? ☐ YES ☐ NO IF YES, WHEN? _____ARE YOU CURRENTLY EMPLOYED BY THE COMMONWEALTH OF MASSACHUSETTS? ☐ YES ☐ NO IF YES, WHERE _____ARE YOU CURRENTLY EMPLOYED? ☐ YES ☐ NO IF YES, WHERE? _____

HOW WERE YOU REFERRED TO THIS AGENCY? _____

EMPLOYMENT EXPERIENCE COMPLETE ALL INFORMATION IN FULL**(A resume may not be substituted but may be included as a supplement)**

Begin with your most recent employment, including any present employment. Your present employer will not be contacted without your permission. You may include any verifiable work performed on a volunteer basis. Any gaps in employment must be briefly explained.

Company Name	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Street Address	Telephone	Specific Duties
City & State	Postal Code	
Job Title		
Supervisor		

Company Name	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Street Address	Telephone	Specific Duties
City & State	Postal Code	
Job Title		
Supervisor		

RELATED EXPERIENCE**INDICATE LANGUAGE WRITTEN OR SPOKEN****YEARS OF EXPERIENCE RELATED TO THE FIELD****IF YOU NEED ADDITIONAL SPACE PLEASE ATTACH A SEPARATE SHEET****CRIMINAL RECORD INFORMATION****HAVE YOU EVER BEEN CONVICTED OF A FELONY?** ☐ YES ☐ NO(Conviction will not necessarily disqualify an applicant from employment.) **IF YES, PLEASE EXPLAIN.****HAVE YOU BEEN CONVICTED OF A MISDEMEANOR** other than a first misdemeanor conviction for drunkenness, simple assault, speeding, minor traffic violations, affray, or disturbance of the peace **WITHIN THE PAST FIVE YEARS?**☐ YES ☐ NO (Conviction will not necessarily disqualify an applicant from employment.)**IF YES, PLEASE GIVE DATE AND EXPLAIN.**

“An applicant for employment with a sealed record on file with the Commissioner of Probation may answer ‘no record’ with respect to an inquiry herein relative to prior arrests, criminal court appearances or convictions. In addition, any applicant for employment may answer ‘no record’ with respect to any inquiry relative to prior arrest, court appearances and adjudications in all cases of delinquency or as a child need of services which did not result in a complaint transferred to the superior court for criminal prosecution.”

MGL Ch. 276, Section 100A

Please note the Massachusetts General Laws, Chapter 30, Section 21 states: “A person shall not, at the same time, receive more than one salary from the Treasury of the Commonwealth.” I certify that the above information is correct and understand that inquiries may be made in connection with processing this application if hired. I understand that any false statement could result in dismissal.

Signature _____ **Date** _____

Release of Liability

Department of Conservation and Recreation

251 Causeway St. Suite 900 Boston, Ma 02114

I, _____, my executors, agents and assigns, hereby release and agree to hold harmless the Commonwealth of Massachusetts, the Department of Conservation and Recreation, its employees and agents from any and all claims for any injury, lost or damage to persons (including bodily injury or death) or property arising out of my participation in the Lifeguard Examination process..

I further attest, under the pains and penalties of perjury, that I have been fully informed of the physical requirements of the lifeguard exam and hereby certify that I voluntarily choose to participate in the lifeguard examination process.

Signed: _____

Date: _____

Parent/Guardian Signature _____
(if applicant is under 18 years of age)

Lifeguard Practical Examination Requirements

All lifeguard candidates ***must*** complete the following:

- ? Timed 500 yard swim (under 11 minutes)
- ? Recover diving brick in 9' – 12' water
- ? Passive victim recovery
- ? Active victim recovery
- ? Submerged victim recover
- ? CPR / First-Aid & Lifeguarding Written tests

All ocean front (Beach) guards must complete an additional “surf test”.

- ? Run apx. 100 yds. Prior to entering the water
- ? Swim apx. 150 yards
- ? Run apx 100 yds. after the swim

Department of Conservation and Recreation

Lifeguard Information Sheet

To be completed at test site and forwarded, with copies of certifications to facility supervisor.

Applicant's Name : _____ . Position Number: (Dept. use) _____.

When will you be available to start? _____.

CONTACT INFORMATION: To be filled out by applicant. Please PRINT clearly.

CURRENT ADDRESS: Please enter your current address.

Street Address: _____ E-Mail: _____

City/Town: _____ State: _____ Zip Code: _____

Telephone: _____

PERMANENT ADDRESS: (If different from above) (Optional) Date of Birth: _____

Street Address: _____ E-Mail: _____

City/Town: _____ State: _____ Zip Code: _____

Telephone: _____ Signature: _____

TRAINING & CERTIFICATION: DCR staff will verify your original certifications and complete the following section.

Name of Certification / Certifying Agency: please circle those which apply.	Expiration Date	Copy on File
Lifeguarding: Red Cross YMCA Other: _____	_____	Yes / No
First Aid: Red Cross National Safety Council Other: _____	_____	Yes / No
CPR: ARC CPR/AED -Pro Rescuer AHA BLS for Healthcare Providers _____	_____	Yes / No
Waterfront: Red Cross Waterfront Module (No Expiration) YMCA Lifeguard _____	_____	Yes / No
Other: WSI LGI Head Guard Other: _____	_____	Yes / No
DCR Signature: _____ Date:(mm/dd/yy): _____	_____	Yes / No

EXPERIENCE: Please describe any experiences you have had as a lifeguard.

I have worked as a lifeguard at a : POOL INLAND BEACH OCEAN BEACH WATERPARK
(Circle those that apply)

Years of experience? _____ Have you worked for DCR before? Yes / No Facility name: _____

WORK LOCATIONS: Please list, in order of preference, locations where you would like to work.

1. _____ 3. _____

2. _____ 4. _____

Test score _____

Retest Score _____

First aid _____

CPR _____

First aid _____

CPR _____

- Note: This form does not replace the department's application for employment.
- Note: Shaded areas are for Department use only. Please complete remaining portions of form.